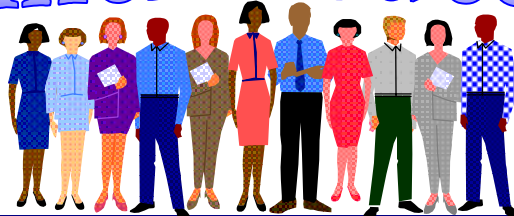


Personnel Issues & You



UPPS Newsletter 2002-5

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Verification of Credentials

Part of the process of hiring an applicant from a register is the verification of credentials (education, training, licenses, etc). This is initially done by the Personnel Cabinet, however, it is important to note that it is the responsibility of each agency to ensure that all employees maintain their credentials and licensures required by their particular job or profession. A list of the 427 classifications requiring some type of license, certification, etc. has been provided to all Personnel Executives and Administrators and is available from the Division of Staffing Services. If questions arise, please contact David Cooke at 564-6920 or david.cooke@mail.state.ky.us.

Beginning in June a new on-line approval form will be installed on each counselor's computer that will allow the counselor to place applicants' names on qualifying registers upon verification of their credentials. If the necessary verification is not immediately available, the system will allow their name to be added to the register only after the applicant is issued a copy of the memo entitled *Verification of Credentials (Education, Training, License, etc.)* requesting the applicant furnish their credentials to the Register Branch within 30 days.

Performance Evaluation Annual Leave Awards

The Office of Performance Management reports that completion of the first annual evaluation under the new employee evaluation process has been relatively smooth and wants to thank all those involved for their hard work and dedication.

The most frequently asked question has been "When can the

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employee use the annual leave earned from this?" Annual leave awarded to employees receiving "outstanding" or "highly effective" ratings for 2001 will show up on the April 30 paycheck. Just like regular annual and sick leave earned in April, this leave can be used by the employee anytime after April 30.

A few questions have been asked regarding the awarding of annual leave and retirement. The use and retention of annual leave is addressed in 101 KAR 2:102 and is therefore converted to sick leave at the end of the calendar year or upon retirement if the employee has reached the maximum amount of annual leave allowed.

April Payroll Council Meeting

The Payroll Council met on April 4, 2002 and some of the topics discussed that affect all agencies are listed below.

- **Payroll Manual** - A committee is working on revising the Payroll Manual. Their goal is to have it completed and on-line by December 1, 2002.
- **Shift Differential** – The bad news is that agencies calculate shift differential in many different ways. The good news is that most agencies appear to be in compliance with the FLSA. The Personnel Cabinet Regulations Committee is reviewing the current regulation in an attempt to clarify how agencies should apply shift differential. In the meantime, it is recommended that each agency have a written policy in place.
- **Adverse Weather** – Jackie Shrout reviewed how to apply the regulations to adverse weather situations. The code for adverse weather should be used if the employee *chooses* to leave early or arrive late due to adverse weather conditions, and plans to make the time up per the regulation. If the employee is unable to report to work due to a situation beyond the employee's control, e.g. employee scheduled to work at a facility that is closed by officials, the time should be reported as Governor's Request leave.
- **Flex Schedules** – When a workweek contains a holiday, the employee should not be permitted to work a flex schedule. Otherwise, flexing complicates accurate calculation of time and flexing could inadvertently result in the accumulation of compensatory time.
- **Insurance Companies** – A listing of all insurance companies that are authorized for payroll deduction can be found at <http://kygovnet.state.ky.us/personnel/insco.doc>. If problems occur with any of these companies, please make a note of the name and phone number of the company representative you are dealing with and forward that information along with an explanation of the problem to Jackie Shrout. The Personnel Cabinet is rewriting the agreement that companies sign to be authorized for payroll deduction. One of the changes will be that companies will not be allowed to have an open enrollment period.
- **Disaster Recovery** – The Personnel Cabinet is in the process of updating the current disaster recovery plan. The payroll issued on April 15 was processed and run from an alternate location without any problems. We have all necessary tools in place to run payroll from our current location plus two alternate locations. Commissioner Sheeting suggested that all agencies review their capabilities and develop a similar plan.
- **Click HR** – Beth Steinle gave an update on "Click HR", the employee on-line self-service system. The electronic pay stub in ClickHR now lists the employee's individual deductions, which do not appear on the paper pay stub due to space limitations. We hope that in the future there will be a component of ClickHR that will be able to process on-line open enrollment for health insurance. She encouraged the Payroll Council to become familiar with ClickHR and to encourage their agency to use it.

Welcome to our Web Site

Kentucky Employee Assistance Program

The Personnel Cabinet would like to take this opportunity to spotlight one component of our employee benefits package. The Kentucky Employee Assistance Program has made available on-line screenings for depression and alcohol abuse. We recognize that both depression and alcohol abuse can decrease an employee's quality of life, and the first step to help is awareness. So we invite you to try the screenings. Go to the Depression and Alcohol Screening Program link shown below and enter Kentucky as the keyword. A link for this is also provided on the homepage of the Kentucky Employee Assistance Program.

The screenings are also available via a toll-free phone number for those with concerns about computer privacy. The toll-free number for the screenings is 1-877-769-5040.

Of course the Kentucky Employee Assistance Program continues to provide State Government employees and their dependents with assessment and referral services for all personal problems. The Kentucky Employee Assistance Program can be reached at (502) 564-5788 or 1-800-445-5327.

Please feel free to disseminate this information to your employees.

Employee Benefits & Regulations

(found at <http://www.state.ky.us/agencies/personnel/pershome.htm>)

Benefits Schedule Revised 02-01-2001	Bereavement Package	Deferred Compensation Revised 01-24-2002
Employee Handbook	Kentucky Employee Assistance Program (KEAP)	Kentucky Employee Suggestion System
Kentucky Administrative Regulations (KAR 101)	Kentucky Revised Statutes (KRS 18A)	Kentucky Retirement Systems
Classified Leave Administrative Regulation 101 KAR 2:102 Added 01-15-2002	Classified Compensation Administrative Regulation 101 KAR 2:034 Added 01-15-2002	
State Holidays Revised 04-03-2002	Salary Schedule Revised 07-01-01	Depression & Alcohol Screening Program
Commonwealth Credit Union	Kentucky Employees Credit Union	First Check Loan Application Form (For New Hires Only) This application may be submitted to the credit union of your choice.
Office of Public Employee Health Insurance Revised 01-28-02	Flexible Spending Account Online System Added 02-13-01	Direct Deposit Information Revised 02-28-2002
Group Life Insurance Administration Added 03-05-2002	Adoption Benefit Program Revised 08-17-01	Workers' Compensation Program Added 03-18-2002
KERS - Retirement Benefit Estimate Calculator	Financial Planning for Retirement	Social Security Calculator

Update on Payroll Reports Available

One Line W-2 Error Report - This report is already showing some errors for calendar year 2002. It is available on Document Direct as PERW2LN1 and is updated monthly. Please check this report for any errors and beat the December rush to correct them.

Statewide Pre-Note Error Report – This report is also available on Document Direct as PEREFTB6. It is a listing of all direct deposit pre-note kickouts that must be re-entered. If you cannot access this report, please contact Donna Parker as shown below.

Adverse Weather Leave Report – Just a friendly reminder to please check this report on Document Direct as PERUPPDQ. Any employee that lost time due to adverse weather and deferred the use of leave must make up the time within four (4) months of the occurrence of the absence. If it is not made up within four (4) months, annual or compensatory leave shall be deducted to cover the absence, or leave without pay shall be charged if no annual or compensatory leave is available. For more information, please see the leave regulations at

<http://www.lrc.state.ky.us/kar/TITLE101.HTM>

If you have any questions or need access to Document Direct, please contact Donna Parker at donnaj.parker@mail.state.ky.us or 502-564-6883 ext. 2515.

Classification and Compensation Assignments

Attached for your convenience is an updated listing of who to contact for classification and compensation questions regarding classifications within each job family. The phone number for Classification and Compensation is 573-0318.

Job Family	Job Group	Classification Primary Assignment	Classification Secondary Assignment	Compensation Assignment
1000	Semi-Skilled and Maintenance Trades Group	Carla Gray	Peggy Brady	Deborah Parido
1100	Skilled Trades Group	Carla Gray	Peggy Brady	Deborah Parido
1200	Electronics and Communications Group	Carla Gray	Peggy Brady	Deborah Parido
1300	Foods and Dietetic Group	Vickie Hatchel	Phyllis Harris	Deborah Parido
1400	Laundry and Housekeeping Group	Peggy Brady	Carla Gray	Deborah Parido
1500	Parks and Recreation Group	Vickie Hatchel	Phyllis Harris	Deborah Parido
1600	Printing Group	Vickie Hatchel	Phyllis Harris	Deborah Parido
1700	Automotive and Mechanical Group	Peggy Brady	Carla Gray	Deborah Parido
2000	Fish and Wildlife Enforcement Group	Vickie Hatchel	Phyllis Harris	Deborah Parido
2100	Military and Emergency Preparedness Group	Carla Gray	Peggy Brady	Deborah Parido
2200	Corrections Group	Peggy Brady	Carla Gray	Deborah Parido
2300	Police Protection Group	Peggy Brady	Carla Gray	Deborah Parido
2400	Auxilliary Law Enforcement Group	Carla Gray	Peggy Brady	Deborah Parido
3000	Agricultural and Environmental Group	Vickie Hatchel	Phyllis Harris	Deborah Parido
3100	Energy Production Inspection Group	Peggy Brady	Carla Gray	Deborah Parido
3200	Personal Safety and Inspection Group	Marilyn Vance	Jim Stanley	Mark Thompson
3300	Health Inspection Group	Carla Gray	Peggy Brady	Mark Thompson
3400	Financial Examination Group	Marilyn Vance	Jim Stanley	Mark Thompson
3500	Insurance Regulation Group	Marilyn Vance	Jim Stanley	Mark Thompson
3700	Industrial Compensation and Inspection Group	Vickie Hatchel	Phyllis Harris	Mark Thompson
3800	Racing Regulatory Group	Marilyn Vance	Jim Stanley	Mark Thompson
4000	Health Science and Laboratory Group	Vickie Hatchel	Phyllis Harris	Mark Thompson
4100	Auxillary and Medical Therapy Group	Peggy Brady	Carla Gray	Mark Thompson
4200	Dental Group	Carla Gray	Peggy Brady	Mark Thompson
4300	Nursing Group	Phyllis Harris	Vickie Hatchel	Mark Thompson
4400	Psychology Group	Vickie Hatchel	Phyllis Harris	Mark Thompson
4500	Medical Investigation Group	Marilyn Vance	Jim Stanley	Mark Thompson
4700	Vocational Rehabilitation Group	Vickie Hatchel	Phyllis Harris	Mark Thompson
5000	Libraries Group	Carla Gray	Peggy Brady	Mark Thompson
5100	Allied Education Group	Vickie Hatchel	Phyllis Harris	Mark Thompson
5200	Educational Television Group	Vickie Hatchel	Phyllis Harris	Mark Thompson
5300	Educational Administrative Group	Peggy Brady	Carla Gray	Mark Thompson
6100	Employment Services Group	Vickie Hatchel	Phyllis Harris	Mark Thompson
6200	Human Services Group	Phyllis Harris	Vickie Hatchel	Mark Thompson
6300	Probation and Parole Group	Peggy Brady	Carla Gray	Susan Jeffers
6400	Juvenile Justive Group	Marilyn Vance	Jim Stanley	Susan Jeffers
6500	Public Assistance Group	Phyllis Harris	Vickie Hatchel	Susan Jeffers

Job Family	Job Group	Classification Primary Assignment	Classification Secondary Assignment	Compensation Assignment
7100	Agricultural and Wildlife Sciences Group	Vickie Hatchel	Phyllis Harris	Susan Jeffers
7200	Forestry Group	Vickie Hatchel	Phyllis Harris	Susan Jeffers
7300	Information Management Systems Group	Phyllis Harris	Vickie Hatchel	Susan Jeffers
8000	Research and Analysis Group	Peggy Brady	Carla Gray	Susan Jeffers
8100	Communication and Promotions Group	Vickie Hatchel	Phyllis Harris	Susan Jeffers
8200	Economic Development Group	Carla Gray	Peggy Brady	Susan Jeffers
8300	Property Group	Carla Gray	Peggy Brady	Susan Jeffers
9000	Clerical and Office Machine Group	Marilyn Vance	Jim Stanley	Susan Jeffers
9100	Gookkeeping and Accounting Group	Phyllis Harris	Vickie Hatchel	Susan Jeffers
9200	Purchasing and Stores Group	Peggy Brady	Carla Gray	Susan Jeffers
9300	Personnel Management and Training Group	Jim Stanley	Dale Shelton	Susan Jeffers
9400	Budget and Management Group	Phyllis Harris	Vickie Hatchel	Gary Shrout
9500	Revenue Group	Peggy Brady	Carla Gray	Gary Shrout
9600	General Administration Group	Marilyn Vance	Jim Stanley	Gary Shrout
9700	Information Management Support Group	Phyllis Harris	Vickie Hatchel	Gary Shrout
9800	Law Group	Vickie Hatchel	Phyllis Harris	Gary Shrout
9900	Unclassified Service Group	Dale Shelton	Gary Shrout	Gary Shrout